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**341 SPACE WING
Supplement 1**

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Operations

**RESOURCE AUGMENTATION DUTY (READY)
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 10-2, *Readiness*. It also applies to Air National Guard and United States Air Force Reserve units or members after they are involuntarily activated under any provision of law.

(341 SW) The OPR for this supplement is 341 SW/XPI (TSgt Mark M.R. Doerr). This supplement implements and extends the guidance of *Air Force Instruction (AFI) 10-217, Resource Augmentation Duty (READY) Program, 1 April 1999*. This supplement describes 341st Space Wing's procedures and defines responsibilities for the administration of the READY Program at Malmstrom Air Force Base. These procedures apply to all 341st Space Wing personnel, and associate units on Malmstrom AFB. Maintain and dispose of records created, as a result of prescribed processes in accordance with AFMAN 37-139, Records Disposition Schedule (will become AFMAN 33-322, Vol. 4).

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Adds information on using Federal civilian employees as READY Program augmentees. Directs the use of Ready Review Boards at the installation level. Includes more in-depth guidance on setting-up a READY Program at the installation level. The term MAJCOMs refers to Major Commands, Field Operating Activities (FOAs), and Direct Reporting Units (DRUs).

(341 SW) This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974. The authorities to collect and or maintain the records prescribed in this publication are 10 U.S.C. 9301; Air Force Manual 30-130, Base Level Military Personnel System and Air Force Manual 300-4, Standard Data Elements and Codes; and E.O. 9397 (SSN). System of records notice F036 AF PC Q, Personnel Data Systems (PDS), applies.

1. Program Mission.

1.1. The Resource Augmentation Duty (READY) Program identifies, places, codes, and trains personnel to meet augmentee needs for installation-level exercises, contingencies, wartime, or emergency situations/scenarios. To ensure a viable program, each installation must look at each of its plans separately.

2. Responsibilities.

2.1. Central Office. The Headquarters United States Air Force Director of Personnel Force Management, Readiness and Joint Matters Division (HQ USAF/DPFJ), 1540 Air Force Pentagon, Washington DC 20330-1540, is the office of primary responsibility (OPR). The OPR provides policy and coordinates with major commands (MAJCOMs).

2.2. Air Force Personnel Center (AFPC). Directorate of Personnel Accountability (AFPC/DPW) updates the Base Level Military Personnel System (BLMPS) Central Table 181. AFPC/DPW also establishes base-level procedures for updating READY codes in the Personnel Data System (PDS).

2.3. Major Commands (MAJCOMs). MAJCOMs will assist bases by providing guidance. This includes placing, coding, exercising, inspecting, and training people to meet installation-level exercise, contingency, wartime, or emergency augmentation needs. The overall MAJCOM OPR is the Division of Personnel and Systems (DPX) or equivalent. Each MAJCOM staff directorate is responsible for monitoring the READY Program within their own specialty.

2.4. Installations.

2.4.1. Every Air Force installation will have a READY Program and there is only one READY Program for each installation. The Host Installation Commander (Wing/CC) or equivalent Geographically Separated Unit (GSU) Commander is responsible for ensuring his/her installation has a READY Program and for appointing (in writing) one installation READY Program OPR. It is highly recommended that the installation Vice Commander be appointed as the READY Program OPR. Forward requests for waiver of the requirement to establish an installation READY Program to the MAJCOM division of personnel plans and systems (DPX) or equivalent.

2.4.1. (341 SW) The READY Review Board (RRB) is chaired by the Chief, Wing Plans and Programs (341 SW/XP).

2.4.2. Tenant units will participate in the Host Installation READY Program where feasible and when it does not conflict with inherent deployment and OPLAN commitments. They will provide augmentees, if required, and/or receive augmentation if they have validated requirements. Tenant organizations will follow the READY Program directives and guidance of the Host Installation.

2.4.3. All non-Air Force organizations (i.e., DoD, other Services, etc.) that reside on Air Force installations are strongly encouraged to participate in the READY Program.

2.4.4. Each organization that uses READY augmentees must appoint a READY program coordinator who will ensure READY augmentees accomplish appropriate training. Each organization that provides READY augmentees will appoint a unit READY program coordinator to coordinate READY training and augmentation.

2.4.5. Each installation will establish a READY Review Board (RRB) to manage local augmentation programs. The READY Program OPR will act as the chairperson when the board is con-

vened. Also, the READY Program OPR is the approval authority for all augmentee call-ups.

2.4.5.1. The RRB is made up of two groups of people: the members who represent the command structure at the directorate or command level as indicated in paragraph 2.4.5.2. and those who function as advisors (2.4.5.3.) because of their unique positions in manning and requirements management. Board members and advisors will provide the Host Installation Commander with advice on decisions needed to meet the temporary augmentation needs of the installation. Advisors are an integral part of the board and represent the base functions that provide key information for RRB action.

2.4.5.2. Board Members: The Installation Commander (or appointed OPR) is the chairperson; Operations Group Commander (equivalent or deputy); Logistics Group Commander (equivalent or deputy); Support Group Commander (equivalent or deputy); and Medical Group Commander (equivalent or deputy) will act as board members. The RRB Chairperson may designate key members from other installation organizations as required (i.e., tenant organizations and staff functions such as Staff Judge Advocate, Safety, etc.).

2.4.5.2. (341 SW) Voting board members are: 341 SPTG/CD, 341 LG/CD, 341 OG/CD, 341 MDG/CD.

2.4.5.3. Board Advisors: At a minimum, advisors should consist of the servicing Manpower and Quality Office representative (requirements and shortfall/reclama advisors) and the Mission Support Squadron Commander (manning advisors) or designated representative (manning advisors). The chairperson may appoint additional advisors to attend the RRB as required.

2.4.5.3. (341 SW) Advisors to the board are: 341 MSS/CC, MPF representative, Manpower representative, group READY monitors or any other designated representatives the RRB chair deems appropriate.

2.4.5.4. The RRB is responsible for ensuring all local augmentation needs are identified and met and that local training programs are established to meet those needs. The board will convene at least annually or more often, as directed by the chairperson, to prioritize exercise, contingency, wartime, or other emergency augmentation needs and identify available resources to fill the needs. The board approves validated augmentation requirements and exemptions based on the servicing Manpower Quality Office representative's advice and Mission Support Squadron Commander's advice. The RRB has overall responsibility for tasking installation units to meet augmentation requirements.

2.4.5.5. (Added-341 SW) The RRB will meet annually. Attendance at RRBs by board members, advisors, and group monitors is mandatory. Minutes of the meetings will be recorded, approved by 341 SW/CV, and provided to all RRB members, group monitors, and advisors.

2.4.6. The Military Personnel Flight (MPF) Personnel Employment Section, or equivalent, updates READY status codes in the PDS and provides management computer products to READY units and non-PC-III units providing augmentees for the program.

2.4.7. Commanders Support Staff (CSS) with PC-III capability update READY status codes and provide management computer products to the Unit READY Coordinator.

2.4.8. The servicing Manpower and Quality Office and Mission Support Squadron Commander representative to the RRB will assist units, using approved management engineering methods, in

determining total manpower requirements under locally defined scenarios and computing resulting augmentation requirements. They will validate augmentee shortfall/reclama requests from base units, attend all RRB meetings, and review and validate all READY requirements and exemptions forwarded to the RRB for action. They will provide advice to the RRB based on their review and validation of findings, assess the utilization of augmentees, and recommend solutions to augmentee reclama/shortfall actions.

2.4.9. The Installation Plans Office will ensure all installation plans/scenarios include validated personnel augmentation requirements.

2.4.10. (Added-341 SW) Squadron Commanders. Squadron Commanders will appoint, in writing, a primary and an alternate unit READY monitor. Monitors will be appointed by both the unit that uses READY augmentees and the unit that provides READY augmentees. Provide the appointment letters to 341 MSS/DPM and RRB; and ensure READY augmentees are available for training as prescribed/tasked by RRB.

2.4.11. (Added-341 SW) Unit READY Monitors. The using Unit READY Monitors will:

2.4.11.1. (341 SW) Function as the process owner and provide oversight of assigned READY function.

2.4.11.2. (341 SW) Coordinate READY augmentation needs and shortfalls with group READY monitors.

2.4.11.3. (341 SW) Provide a comprehensive training program, tracking and documentation of READY augmentee training. Provide the name, social security number, training completion dates of trained augmentees to the augmentees' unit commander support staff.

2.4.11.4. (341 SW) Provide necessary equipment for augmentees to perform READY duties.

2.4.11.5. (341 SW) Develop procedures for recalling and equitable scheduling of augmentees, ensuring there is maximum notice.

2.4.11.6. (341 SW) Notify 341 MSS/DPM, in writing within five duty days, when a change of Functional READY Monitors occurs.

2.4.11.7. (341 SW) Justify augmentee requirements with commander's approval to the RRB.

3. Using the READY Program.

3.1. When To Use the Program. Always use the READY Program to manage augmentation needs at each location. Augmentation means using people in other than their assigned Air Force Specialty Code (AFSC) duties. After unit commanders (who are seeking augmentees) exhaust their military personnel resource pool, it is highly recommended they look next at their civilian work force to see if there are skilled and/or trained volunteers within their organization prior to tasking civilians to accomplish READY duties.

3.2. Establishing and Implementing Augmentation Requirements:

3.2.1. Consider local needs and conditions when determining augmentation requirements. Give top priority to augmentation required for wartime, contingency, natural disaster, humanitarian, and exercise.

3.2.2. Units using augmentees decide what they need to do and train them. Augmented units will fund for required training. The unit maintains a READY Training Folder (RTF) for each augmentee. When military personnel are selected for a Permanent Change of Station (PCS) or approved for separation or retirement, the augmented unit forwards the RTF to the MPF. The RTF is then given to the member if he/she is separating or retiring or the MPF should include the RTF in the members PCS package. When Air National Guard and Air Force Reserve units or individuals are demobilized, the RTF is given to the individual. When civilian personnel are reassigned, retire, or separate, the RTF will be given to the individual.

3.2.3. Prior to augmentees departing for PCS, reassignment, separation, or retirement, the Unit READY Coordinator assures replacements are trained. Personnel who have established retirement or approved separation dates will not be selected as READY augmentees. Close coordination between using and providing units will be established to ensure there are no shortfalls in providing READY augmentee replacements.

3.3. MAJCOM Supplements. MAJCOMs may supplement this instruction as required. Forward one copy of the MAJCOM supplement:

HQ USAF/DPFJ

1540 Air Force Pentagon

Washington, DC 20330-1540

3.4. Using Augmentees:

3.4.1. Units will not assign personnel previously committed to fill a UTC to the READY Program. Do not deploy READY-trained people in their READY duty. They may be dispatched from their home station to assist with off-base (or off-installation) emergencies whenever the use of DoD personnel has been properly authorized. In overseas areas, they may also be dispatched to those locations where the commander has a co-located operating base (COB) or forward operating location (FOL) base reception responsibilities.

3.4.2. In an emergency, deployed commanders may form a Site READY Program and use deployed personnel in READY duties.

3.4.3. When forming a Site READY Program at a deployed location, commanders must follow this instruction as closely as possible.

3.4.4. Per AFI 36-2101, Classifying Military Personnel, 1 May 98, allows individuals to perform duty outside their career CAFSC; however, per AFI 36-2101, paragraph 3.34.2, "The MPF Commander may authorize use outside CAFSC beyond 130 and up to 180 days." Suggest a standard time period of no more than 120 days per year for augmentation duty.

3.4.5. READY trained augmentees should remain in the program for a minimum of one year after having been trained in their READY duties.

4. How the READY Program Status Code System Works.

4.1. READY Program Status Codes. The READY Program status code is used to identify a military member who has been trained as a READY augmentee. The READY status code is not an AFSC and is not used as a basis for promotion, assignment, retraining, or mobility deployment. READY Codes cannot be maintained on Federal civilian employees in the Defense Civilian Personnel Data Sys-

tem(DCPDS). Their information will be contained in the RTF. Installations may keep this data updated on a local system.

4.2. Central Table 181. BLMPS Central Table 181 identifies specific READY Program status codes.

4.3. Updating Codes in BLMPS.

4.3.1. There are three occurrences in each enlisted and two occurrences in each officer personnel data record which permit the simultaneous tracking of augmentation programs. The BLMPS has four data identification numbers (DINs) that make up the data elements for one READY program. The existence of a READY code does not imply augmentation requirements exist at each installation.

The first DIN, EK2 (READY-PROGRAM-ID), contains a two-digit program code, listed by general category with breakdowns under each general category.

The second DIN, EK3 (READY-TNG-YR-MO), contains a four digit numeric code, READY Program Trained-Year-Month:

EXAMPLE: (READY-TNG-YR-MO) (YYMM) 9506 = June 1995

The third DIN, EK4 (READY-ACTIVE-STATUS), contains a one digit status code.

Status	Code
Active Augmentee - NO	1
Active Augmentee - YES	2

The fourth DIN, EK5 (DATE-ASSIGNED-AUGMENTATION-DUTY), contains a four digit numeric code, READY Program Assigned-Year-Month.

4.3.2. All entries pertaining to a particular occurrence are automatically deleted if DIN EK3, READY-TNG-YR-MO, is not updated within a five year period; and EK4, READY-ACTIVE-STATUS, equals code 1.

4.3.3. READY-ACTIVE-STATUS code 2 is automatically converted to 1 upon input of any personnel transaction identifier which gains a member to file. DIN EK3, READY-TNG-YR-MO remains the same.

4.4. Requests for New Codes. Submit requests for new codes to HQ USAF/DPFJ. After review and if approved, HQ USAF/DPFJ will assign new codes, and will direct AFPC/DPW to update Central Table 181.

5. Using Federal Civilian Employees for the READY Program.

5.1. Employee participation.

5.1.1. READY duties assigned to civilian employees should be assigned to those whose official position description requires them to perform similar tasks. Management should look for civilian volunteers within their own organization, then volunteers from other organizations prior to tasking civilians to accomplish READY duties.

5.1.2. Key and Emergency-Essential (EE) employees are identified as such because their job skills are critical during emergencies. Also, certain Air Force civilians are subject to military recall. Therefore, it's anticipated these categories of civilians would not be identified as READY augmentees for contingency/wartime operations.

5.1.3. Upon determining that augmentation needs require the skills and qualifications of Nonappropriated Fund (NAF) employees or resources, the installation or other commander concerned

will take necessary action to contract with the “owning” NAFI (Nonappropriated Fund Instrumentality) for those services or resources. Such contracts with NAFIs are permissible under the circumstances addressed in AFMAN 64-302, paragraph 5.15, and must comply with the appropriated fund contracting requirements in the 63- and 64- series Air Force directives.

5.1.4. Local National employees paid from Appropriated Funds may participate insofar as allowed by the Status of Forces Agreement of that country.

5.1.5. Because of legal, regulatory, and financial concerns, other than those already in like positions, civilian employees must not be allowed to perform duties where there is an inherent possibility of danger to life or limb, such as firefighters or security police.

5.2. Official Credit for READY Duties. The READY duties to be performed by civilian employees will be described in a letter addressed to each employee and signed by the supervisor of the READY duties, with an informational copy to the employee’s supervisor of record (to be filed in the employee’s AF Form 971 file). The employee’s AF Form 971 file will be annotated to reflect each time the employee is assigned to perform READY duties. If assignment of duties is anticipated to be for 30 or more consecutive calendar days and if READY duties differ sufficiently from the employee’s permanent position to warrant a different classification, assignment should be handled as an official detail in compliance with the competitive process as outlined in AFMAN 36-203. An SF 52, Request for Personnel Action, to the CPF along with a description of duties certified as accurate by the READY supervisor. Standard Core Personnel Documents (SCPDs) from the AF SCPD Library (<http://www.afpc.af.mil>) should be used to document READY duties whenever there is an SCPD that provides an accurate statement of the READY work assignment. Also, if during a 12-month period the employee should accumulate 20 or more workdays performing READY duties and the READY duties differ sufficiently from the employee’s permanent position to warrant a different classification, credit can be obtained by submitting proper documentation to the CPF indicating duties performed, the period of time they were performed, and certification by the READY supervisor that the employee performed those duties in a satisfactory manner. These duties will be coded into the DCPDS as a detail. Details are considered when determining qualifications for vacant positions.

5.3. Additional Information. The augmentee will have to meet all requirements of the READY duties. The READY duty supervisor must ensure the employee is properly trained to perform these duties by providing on-the-job training or formal training.

5.3.1. Physical Qualifications. The READY duty supervisor needs to work with the CPF to determine if the augmentee duties require any physical qualifications other than those required by the employee’s regular job. If so, a physical examination will be conducted at no expense to the employee.

5.3.2. Security Clearance. Augmentees selected for duties requiring special security clearances should be selected from those already possessing such a clearance.

5.3.3. Compensation. Civilian employees required to work more than 8 hours a day or 40 hours a week must be compensated appropriately either in the form of compensatory time off or payment of overtime (paid from either owning or using organization funds). Premium pay for work performed on a Sunday or a holiday plus shift differential could be a factor, depending on hours worked. Determination of funds to be used should occur prior to overtime being performed.

5.3.4. Local Collective Bargaining Obligations. Appropriate local bargaining obligations must be satisfied prior to implementation of local procedures for the assignment of civilian employees to READY duties.

MARVIN R. ESMOND, Lieutenant General, USAF
DCS/Air & Space Operations

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-2101, Classifying Military Personnel
AFI 36-802, Pay Setting
AFI 36-807, Weekly and Daily Scheduling of Work and Holiday Overtime
AFMAN 36-203, Staffing Civilians Position
AFMAN 36-505, Skill Coding
AFMAN 64-302, Nonappropriated Fund Contracting

Abbreviations and Acronyms

AFPD—Air Force Policy Directive
AFSC—Air Force Specialty Code
BLMPS—Base Level Military Personnel System
CAFSC—Career Air Force Specialty Code
CPF—Civilian Personnel Flight
CSS—Commanders Support Staff
COB—Co-located Operating Base
DCPDS—Defense Civilian Personnel Data System
DIN—Data Identification Number
DoD—Department of Defense
DPFJ—Readiness and Joint Matters Division
DPW—Director of Personnel Accountability
DPX—Division of Personnel and Systems
DRU—Direct Reporting Unit
EE—Emergency-Essential
FOA—Field Operating Activities
FOL—Forward Operating Location
GSU—Geographically Separated Unit
HQ AFPC—Headquarters Air Force Personnel Center
HQ USAF—Headquarters United States Air Force
MAJCOM—Major Command

MPF—Military Personnel Flight

NAF—Non-Appropriated Fund

NAFI—Non-Appropriated Fund Instrumentality

OPLAN—Operations Plan

OPR—Office of Primary Responsibility

PD-III—Personnel Concept III

PCS—Permanent Change of Station

PDS—Personnel Data System

RRB—READY Review Board

RTF—READY Training Folder

SCPD—Standard Core Personnel Documents

SOFA—Status of Forces Agreement

TNG-YR-MO—Training-Year-Month

UTC—Unit Type Code

YYMM—Year Year Month Month (9812)